

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE J		PAGE OF PAGES 1 25	
2. AMENDMENT/MODIFICATION NO. 0002		3. EFFECTIVE DATE 31-Jan-2005		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)	
6. ISSUED BY DEFENSE SECURITY COOPERATION AGENCY 201 12TH STREET SOUTH SUITE 203 ARLINGTON VA 22203-5408		CODE HQ0013		7. ADMINISTERED BY (If other than item 6) See Item 6		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				<input checked="" type="checkbox"/> X		9A. AMENDMENT OF SOLICITATION NO. HQ0013-05-R-0009	
				<input checked="" type="checkbox"/> X		9B. DATED (SEE ITEM 11) 17-Jan-2005	
						10A. MOD. OF CONTRACT/ORDER NO.	
						10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> X The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input checked="" type="checkbox"/> X is extended, <input type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning <u>2</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
1. This solicitation is hereby amended to respond to industry questions and to provide responses from the Government.							
2. The statement of Work has been revised to a Performance Work Statement, dated 1 February 2005.							
3. All other terms and conditions remain unchanged.							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				TEL: _____ EMAIL: _____			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
_____ (Signature of person authorized to sign)				BY _____ (Signature of Contracting Officer)		31-Jan-2005	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

SUPPLIES OR SERVICES AND PRICES

CLIN 0011 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0011	Shuttle Bus Transportation FFP Base Year 25-Passenger Bus FOB: Destination	1	Each		
					<hr/>
NET AMT					

CLIN 0012 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0012 OPTION	Bus Transportation FFP Option Year 1 FOB: Destination	1	Each		
					<hr/>
NET AMT					

CLIN 0013 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0013		1	Each		
OPTION	Bus Transportation FFP Option Year 2 FOB: Destination				

NET AMT

CLIN 0014 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0014		1	Each		
OPTION	Bus Transportation FFP Option Year 3 FOB: Destination				

NET AMT

CLIN 0015 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0015		1	Each		
OPTION	Bus Transportation FFP Option year 4 FOB: Destination				

NET AMT

INSPECTION AND ACCEPTANCE

The following Acceptance/Inspection Schedule was added for CLIN 0011:

INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
N/A	N/A	N/A	Government

The following Acceptance/Inspection Schedule was added for CLIN 0012:

INSPECT AT	INSPECT BY	ACCEPT AT
N/A	N/A	N/A

ACCEPT BY
Government

The following Acceptance/Inspection Schedule was added for CLIN 0013:

INSPECT AT	INSPECT BY	ACCEPT AT
N/A	N/A	N/A

ACCEPT BY
Government

The following Acceptance/Inspection Schedule was added for CLIN 0014:

INSPECT AT	INSPECT BY	ACCEPT AT
N/A	N/A	N/A

ACCEPT BY
Government

The following Acceptance/Inspection Schedule was added for CLIN 0015:

INSPECT AT	INSPECT BY	ACCEPT AT
N/A	N/A	N/A

ACCEPT BY
Government

(End of Summary of Changes)

The following items are applicable to this modification:

SECTION SF 1449 - CONTINUATION SHEET

QUESTIONS RECEIVED FROM INDUST

1. The following are questions received from industry and responses from the Government. If a question was received more than once, it was not answered twice.
2. The solicitation closing date has been extended to February 17, 2005 at 11:00 a.m. EST.
3. All other terms and conditions remain unchanged.

Question #1:

The solicitation states "support is required to facilitate the overall objectives of the DSCA." Does this include responsibilities outside the scope of the annual conference?

Response:

No. Contractor shall perform all duties as outlined in the PWS. Any duties performed outside the PWS will be at contractor's risk.

Question #2:

Has the conference site already been selected or are there preferred sites?

Response:

See Section 5 of the revised PWS dated February 1, 2005.

Question #3:

Please explain what the “other DSCA sponsored meetings/mini-conferences that may be required in preparation for, in conjunction with, or wrap up from the main conference are also included in” the PWS. Define mini-conferences more clearly.

Response:

A number of smaller meetings are held prior to and on the margins of the DSCA worldwide conference. These meetings include a classified policy discussion chaired by Director DSCA for general and flag officers from the various worldwide commands, a symposium for our international customers, and other meetings devoted to specialized issues of interest to the security cooperation community. Breakout Rooms would be acceptable.

Question #4:

Regarding the “collection and disbursement of fees,” are the fees to be collected only from registration?

Response:

Conference fees are collected only from registration and only from non-USG attendees (e.g., foreign government reps and defense contractors). No other fees are collected.

Questions #5:

What is to be covered under disbursement of fees? Are all contractor costs and expenses, including labor, to be paid from collected fees? Are all conference costs to be paid from collected fees?

Response:

No. DSCA covers the conference fee for all USG attendees and any additional costs as may be accrued.

Question #6:

What are the expectations for on-site support labor? Are there minimum or maximum personnel expected on site?

Response:

Aside from sub-contracted A-V, security, and transportation, the contractor shall provide sufficient personnel to staff registration desks and serve as operations point(s) of contact with the hotel staff and DSCA conference coordinator.

Question #7:

What is expected to be included in the conference packages that are to be distributed on-site?

Response:

Conference program booklet and security badge.

Question #8:

Explain provision of materials for printing. Is contractor expected to design and produce conference materials?

Response:

Yes.

Question #9:

What specific conference support materials are expected?

Response:

Conference program booklet, security badge, and publicity tri-fold.

Questions #10:

For example, will there be paper marketing items designed and produced (e.g. save the date mailers, formal invitation, conference programs, etc.) or solely a web site?

Response:

The conference trifold will be the principal paper-marketing item along with the web site.

Question #11:

What specific graphic/marketing assistance will be required from the contractor? Development and maintenance of the conference web site.

Question #12:

What marketing/PR costs will be the responsibility of the contractor?

Response:

Currently, the Government does not anticipate any marketing/PR cost.

Question #13:

What is the timing and action of marketing materials? (e.g.: draft due date, final review date, print date, and delivery date).

Response:

The offeror should review the deliverable schedule in the revised statement of work dated February 1, 2005.

Question #14:

Is there a marketing plan in place?

Response:

No.

Question #15:

How will promotional and marketing pieces be distributed?

Response:

Handed out at various conferences, meetings and seminars.

Questions #16:

Will a "Save the Date" tickler be required?

Response:

No. DSCA will accomplish this action.

Question #17:

Describe expectations (e.g.: design, layout, word processing, copy-editing, copying quantity, 4 color, 2 color, brochure, one page flyer, etc.).

Response:

Tri-fold is full color with the date, location, and theme of the conference as well as an abbreviated agenda and registration information.

Question #18:

Will a formal invitation be required?

Response:

No

Question #19:

Describe expectations (e.g.: design, layout, word processing, copy-editing, copying quantity, estimated number of pages, color or B/W, 4 color, 2 color, etc.). Will registration materials be required? (e.g.: registration forms, registration form .pdf, badge design and printing, registration envelopes, registration materials, other conference materials).

Response:

Registration will be on line only. Badge and conference program booklet design is a contract requirement. No special design for registration envelope required.

Question #20:

Will a formal program be required?

Response:

Yes.

Question #21:

Describe expectations (e.g.: design, layout, word processing, copy-editing, copying quantity, estimated number of pages, color or B/W, 4 color, 2 color, bios and photos of speakers, survey page, awards detail, etc.).

Response:

Full color covers and color photos of speakers/biographies. Estimated no. Of pages: 20 (front and back). Pages include welcome letter from Director DSCA, detailed program agenda, hotel information to include maps and diagrams, biographies, and notes pages.

Question #22:

Will a .PDF of any marketing pieces be required?

Response:

Yes – of the conference booklet and trifold.

Question #23:

What are the on-site signage requirements? (e.g.: banners, posters, flyers, and easel signs).

Response:

1 ea. 3ft x 20 ft. banner; 1 ea. 2 ft x 15 ft. banner; 12 ea. 11 x 14 in. signs for displays and events; 3 ea. 2ft. x 3 ft. color posters for easel display.

Question #24:

Will there be photography required?

Response:

No.

Question #25:

Formal or candid? Purpose and use of resulting of photographs? Will there be videography required?

Response:

No.

Question #26:

What specific events will be taped? Purpose and use of resulting videotapes? Will there be any outside media (TV, radio, print, trade/industry publications, e-marketing) promotion and/or coverage of event?

Response:

Yes. Trade industry publications normally send from 3-7 journalists to cover the conference and interview the Director.

Question #27:

Details? Is an outside graphics/publication firm able to be used or is a host-approved vendor to be used?

Response:

Outside firm can be used.

Question #28:

Who has final review/approval?

Response:

DSCA.

Question #29:

How accessible will they be?

Response:

Immediately accessible.

Question #30:

Turnaround for approval?

Response:

Five business days.

Question #31:

What is the quantity of invitations, registration materials and pre-conference distribution materials? Pre-conference distribution materials (i.e., conference tri-fold).

Response:

250. Conference packets (program and security badge): 600

Question #32:

Contractor is to arrange, on a reimbursable basis, a contract for conference site. Is contractor responsible for site research, negotiation and final selection? Yes. Contractor will negotiate the contract with the hotel. Is contractor limited to financial, location restrictions or preferred site preferences?

Response:

Financial/budget restrictions are in play. Locations for conference must be in the Washington D.C. metropolitan area.

Question # 33:

Number of functions/meetings/events planned?

Response:

3-4 “mini conferences” (see Sec 2, Para 3 above); 3 general sessions; 3-4 breakout presentations.

Question #34:

Setup for each meeting?

Response:

Mini conferences: classroom seating for 50; breakout sessions: theater seating for approx 150; general sessions: rounds of 8-10 (except VIP tables which are rounds of 6).

Question #35:

Will sessions be workshops or plenary sessions?

Response:

Mini conferences and breakout sessions are workshops; general sessions are plenary.

Question #36:

Will product storage be required pre- or post-event?

Response:

Yes.

Question #37:

Will any special engineering/special utilities be required?

Response:

No.

Question #38:

What service area will be needed?

Response:

See PWS

Question 39:

Is contractor responsible for audio-visual vendor research, negotiation and final selection?

Response:

Yes.

Question #40:

Is contractor limited to financial limitations, equipment preferences or preferred vendor restrictions? Please detail.

Response:

No specific financial limitations or preferred vendor restrictions. Equipment preferences: capability to project power point and moving (DVD or VHS) video onto two large (10.5 x 14 ft) screens; spot lighting and stage backdrop; remote microphones (4 hand held, 2 lapel, 4 table); music for breaks; sound system and screens for 3-4 breakout sessions.

Question #41:

Is Contractor to arrange on a reimbursable basis, a contract for shuttle bus transportation?

Response:

Yes.

Question #42:

What is the transportation needs, e.g. airport shuttle or off-site events? Please detail.

Response:

1 ea. 25-passenger bus to transport DSCA personnel from DSCA headquarters to the conference site and return on each of two days.

Question #43:

The contractor is to assist in the preparation and presentation of program status briefings. Is the briefing to be written or verbal?

Response:

Verbal.

Question #44:

Who will the briefings be made to?

Response:

DSCA Conference Coordinator.

Question #45:

Please detail format expectations.

Response:

Verbal update on status of various contractor activities, e.g., on-line registration, selection of sub-contractors, procurement of materials.

Question #46:

Contractor is to provide meeting support services. What are the audio-visual expectations? Sound systems, power point projectors, and screens. Will laptops, LCD projectors, and extensive equipment is required?

Response:

Lap tops and projectors.

Question #47:

Will translation services be needed?

Response:

No.

Question #48:

Will taping of conference be required?

Response:

No. If so, what format is required?

Question #49:

Are PowerPoint presentations expected of speakers?

Response:

Yes.

Question #50:

Who is responsible for production of PowerPoint presentations?

Response:

DSCA coordinates this with speakers and their staffs.

Question #51:

Contractor is to provide, on an as available basis, with advance scheduling required, conference facilities for periodic meetings for planning the 2005 DSCA Conference or other DSCA sponsored projects or other DSCA program meetings. Please explain this in further detail.

Response:

Most pre-conference coordination meetings between the contractor and DSCA are held at DSCA headquarters. In those infrequent instances where it is more convenient or practical to hold a coordination meeting or progress review outside DSCA headquarters, contractor should provide a room for that purpose.

Question #52:

What are the parameters of the space required, e.g. a conference room for 12 people or a classroom setting for 200?

Response:

Conference room for between 4-8 people.

Question #53:

Number, frequency and duration of meetings expected?

Response:

Very infrequent. Most meetings will be at DSCA. Duration: from 1-2 hours in length; weekly during month prior to conference; bi-weekly in quarter prior to the conference.

Question #54:

What are the expected daily hours expected of the contractor staff, e.g. 8:00 am – 5:00 p.m.?

Response:

Day 1: 10:00 AM – 6:00 PM; Day 2: 5:30 AM – 6:00 PM; Day 3: 5:30 AM – 2:00 PM.

Question #55:

Security Clearance. Who is the individual who must have the secret clearance?

Response:

Whoever supports the pre-conference classified policy discussion?

Question #56:

Does the conference manager need secret clearance?

Response:

No

Question # 57:

How much travel is expected of contractor staff?

Response:

Travel would consist of trips to DSCA headquarters for coordination/progress meetings (Approx 8-10 such trips in the course of a year) and to the conference site for meetings with the Hotel staff (3-4 in the course of a year).

Question #58:

Under (2) Proposal Composition Requirements and Instructions, Volume 1 - Contract/Pricing Volume asks for information for base year and three one-year options. However, under Period of

Performance, it lists the contract as one year with four one-year options. Are there three or four option years?

Response:

The period of performance is 1 base year and 4 one-year options.

Question #59:

Under (2) Proposal Composition Requirements and Instructions, Volume 2 – Technical Capability, 1.c., are references the PWS and Performance Requirements Summary. There is neither Performance Work Statement nor Performance Requirements Summary in this RFP. Are these separate from the SOW? Please provide these documents.

Response:

See the PWS for performance objectives, measures and standards.

Question #60:

The response to question 1 state there is no incumbent yet Anteon is listed as the support contractor for the 2004 DSCA Conference. Please explain the discrepancy. Does Anteon or any other support contractors have a current role or expected future role in the DSCA conference?

Response:

There is no discrepancy, the question was answered correctly.

Question #61:

Will the participants all attend one centralized plenary function or will they rotate through on a schedule or curriculum basis?

Response:

All attend the general sessions except for one afternoon of the conference during which all attend rotating breakout sessions.

Question #62:

How many of these particular conferences have been held in the past?

Response:

Five

Question #63:

What is the location of past conferences?

Response:

Two in Arlington, VA, three in Alexandria, VA

Question #64:

Will detailed past history be available to the contractor?

Response:

For the past three years, are agendas available? Yes Post-conference survey analysis? No Lessons learned documentation? Yes Number of hotel rooms and suites blocked at last function? Approx. 150. Number of hotel rooms picked up? Approx 125. Number of hotel no-shows? Unknown. Number of hotel rooms booked outside of room block? None Attrition penalties paid? None Exact room usage on a daily basis? Exact data unavailable. Actual meeting space utilized at previous event? Main ballroom, smaller ballroom, 7 meeting rooms Number and type of functions held at each conference? Meetings and seminars; one large served luncheon (550-600 people); one smaller luncheon (12 people); two large continental breakfasts (400 people); two smaller continental breakfasts (20 people.) Food and beverage guarantees? Yes (see numbers above) Actual food and beverage consumption? Data unavail. Projected number of attendees, e.g.; number of each participant, speaker, exhibitor, spouse, guest, etc.? 600. Actual number of registered attendees? In 2005: 590 Registration patterns? Approx 525 will register on line. 75-80 registers as walk-ins, mostly on the first full day of the conference. Past registration procedures? On line with capability for on-site registration. On-site staff utilized? Yes – approx. 6 personnel have staffed registration tables in the past. Last conference date(s)? 14-15 Oct 2004. Are copies available of the last three conference budgets? No. What speakers have been used in the past? Chairman, International Relations Committee, US House of Representatives; Deputy Secretary of State; former Supreme Allied Commander Europe; CEO, Lockheed Martin Corporation; Colombian Ambassador to the United States.

Question #64:

How will registration be managed? (e.g.: on-line, mail in, fax in, database, other).

Response:

On line with database maintained for records and reports.

Question #65:

What information is to be collected on registration forms?

Response:

Name, title/rank, affiliation (USG or non- USG).

Question #66:

What is the projected breakdown of expected number of type of attendees, e.g.; number of domestic attendees, foreign attendees, speakers, exhibitors, spouses, guests, etc.?

Response:

270 USG civilian; 120 US military; 60 foreign government reps; 125 defense industry contractors.

Question: 67:

Are food and beverage function required/allowed? Number and type of food and beverage functions expected?

Response:

2 large continental breakfasts for attendees (400); 2 private continental breakfasts (20); 1 plated served lunch (600); 1 smaller lunch (20); morning and afternoon coffee breaks

Question #68:

Are any exhibits planned?

Response:

Yes.

Question #69:

Is contractor responsible for any exhibit management or costs?

Response:

Contractor will be expected to negotiate room and/or lobby space for exhibits with the hotel as well as for power sources, Internet access, tables, tablecloths, and lighting for exhibits.

Question #70:

On page 4 of the statement of work, it is specified that various types of costs are to be on a reimbursable basis, yet all CLINS specified in the schedule B are specified as firm fixed price. Please clarify. Schedule B also specifies the travel CLINS as Firm Fixed Price. Please confirm that travel costs are not cost reimbursable but are firm fixed price.

Response:

Travel and Guest Speaker will be the only cost-reimbursable CLINS. The other CLINS are all Firm Fixed Price as stated in the solicitation.

Question # 71:

Will there be an early onsite registration, e.g., the night before the conference?

Response:

Yes

Question #72:

Are you requesting a detailed breakout of all anticipated reimbursable conference expenses? or an estimate based on prior experiences? I.e. AV, Security, Transportation, etc.

Response:

This is a firm-fixed price contract with some reimbursable CLINS. The Government is not interested in hours of any employee the contractor proposes. As long as the contractor does not exceed the final cost on the award, that is acceptable. All cost should be included in the bottom line cost for the proposal. A detailed breakout of the cost of all equipment and other expenses is required in the price proposal. If contractor does not submit this cost, it will be considered unacceptable.

Question #73:

How many seminar rooms are required? Number of attendees per room?

Response:

3 breakout rooms seating up to 150 theater-style; 2 smaller meeting rooms seating 15-20; one VIP room for Director DSCA seating 10, 150 sleeping rooms

Question #74:

How many meal functions per day?

Response:

- 1 continental breakfast per day for conference attendees (approx 400)
- 1 private continental breakfast per day (10-15)
- 1 plated served luncheon (approx. 600)
- 2 morning coffee breaks (500 each morning)
- 2 afternoon coffee breaks (100 on first afternoon; 550 on second afternoon)

Question #75:

Per page 14 – where does the contractor obtain a copy of the Past Performance Questionnaire? (PPQ)?

Response:

The Past Performance Questionnaire is located in amendment 0001.

Question #76:

The referenced NAIC Code calls for Code-- 561210, with a \$6M dollar limit on facilities support services----BUT to include the Base maintenance, it has a \$21M dollar limit..... Which dollar limit is applied for this rfp?

Response:

The NACI Code for this procurement is stated on the front page of this solicitation. It is 531120 and the size standard is NTE \$6,000,000.00. The SIC code is 6512.

STATEMENT OF WORK

**STATEMENT OF WORK
2005 Worldwide Conference
(Defense Security Cooperation Agency) DSCA
201 12th Street, South, Ste 203
Arlington, VA 22202**

Revised Performance Work Statement

February 1, 2005

1. INTRODUCTION

The SER/CASU and its affiliated members have the responsibility for acquiring administrative, professional, and or technical services in the execution of their broad and diverse mission to facilitate inter-governmental operational requirements.

2. SCOPE

The purpose of this order is to provide the necessary level of administrative, professional, and technical support required to facilitate the overall objectives of the DSCA. The contractor shall provide those services, personnel, materials, and related equipment to support the DSCA annual Conference scheduled each year. The conference focus is exclusively on Security Cooperation topics with heavy emphasis on Foreign Military Sales (FMS). The Director, DSCA and other flag and Senior Executive Service DoD and State Department officials use this conference to rollout major initiatives and announce significant policy changes. In the past, the Deputy Secretary of State, Deputy Secretary of Defense, the Chairman of the Senate or House Armed Services Committees has been invited to serve as keynote speakers at the conference. It is the largest annual forum that DSCA conducts to bring International Customers, Defense Industry Representatives and U.S. Government officials together. Attendance is estimated at 600. The conference site is based on analysis of location, costs and services/support available at each location considered. Other DSCA sponsored meetings/mini-conferences that may be required in preparation for, in conjunction with, or wrap up from the main conference are also included in this SOW.

3. PERFORMANCE BASED WORK STATEMENT

Performance Objective No. 1:

The Contractor shall provide professional, administrative, technical services in support of meeting and conference initiatives. The work effort is to provide the support required to achieve the desired degree of responsiveness essential to accommodate workload demands. Specific work shall include, but not be limited to the following:

- a. Providing management assistance and support for the pre-conference preparations including but not limited to conference planning, web-site development/maintenance, and on-line conference registration, pre-registration of DSCA employees, and collection and disbursement of fees. DSCA will retain responsibility for conference content, arrange for speakers, including confirmation of attendance, and provide information to contractor to include on web site and in conference support materials. Any professional fees (e.g. honoraria) associated with conference content are provided on a reimbursable basis.
- b. Providing conference on-site support to include oversight of conference registration desk, conference/event coordination and similar direct conference support. Prepare conference packages for registered attendees and have them available for immediate distribution at the conference check in desk.
- c. Starting at "conference minus 90 days" provide bi-weekly updates on registered attendees to include name, organization, rank, and whether USG, industry or foreign government. Beginning at "conference minus 30 days," provides twice-weekly updates.
- d. Providing regular status reporting on planning progress, number of attendees and funds collected.
- e. Provide post-conference wrap-up support to include a lessons learned document.

- f. Provide materials required for printing conference registration brochures, conference programs, nametags, posters/banners, etc.
- g. Arrange, on a reimbursable basis, contract for conference site to include hotel services, meeting rooms, communications, etc.
- h. Arrange, on a reimbursable basis, contract for audio-visual support for the conference.
- i. Arrange, on a reimbursable basis, contract for personnel for Conference Security.
- j. Arrange, on a reimbursable basis, contract for shuttle bus transportation for the conference.
- k. Assisting in preparation and presentation of program status briefings.
- l. Providing meeting support services to include computer projection, live capture of meeting actions, and similar services.
- m. Providing, on an as available basis, conferencing facilities for periodic meetings for planning the 2005 DSCA Conference and for other DSCA sponsored projects or other DSCA program meetings. Advance scheduling is required.
- n. Computer skills required: Word, Excel, PowerPoint, and web site management.

Performance Measure: Throughout the entire Period of Performance

Performance Standard: 100%

4. PERIOD OF PERFORMANCE

Performance Objective No. 2

The period of performance shall be from Date of award-12 months with four (4) 1-year options during the timeframe of September 2005-1 March 2006 and each subsequent option year thereafter.

Due to other conferences in the Washington, DC Metropolitan Area, the following dates will not be accepted to host this conference. For option years, offeror is responsible for insuring that none of the following holidays or conferences is in session during the timeframe of the DSCA Conference. The conference shall be held in the Washington, DC metropolitan area for the base year and all subsequent years to follow.

Base Year Dates

5 Sep 2005	Federal Holiday (Labor Day)
3-6 Oct 2005	Association of the US Army (AUSA) Annual Convention
10 Oct 2005	Federal Holiday (Columbus Day)
13 Oct 2005	Religious Holiday (Yom Kippur)
17-20 Oct 2005	Pacific Command Security Assistance Conference
18-23 Oct 2005	Seoul Air Show
11 Nov 2005	Federal Holiday (Veterans Day)

20-26 Nov 2005	Dubai Air Show
24 Nov 2005	Federal Holiday (Thanksgiving Day)
11 Nov 2005	Veterans Day
25 Dec 2005	Christmas
1 Jan 2007	New Years Day
17 Jan 2006	Martin Luther King Holiday
20 Feb 2006	President's Day

Performance Measure: Monitoring of Conference Scheduled Dates
Performance Standard: 100%

5. PLACE OF PERFORMANCE

Performance Objective No. 3:

The place of performance shall be the Washington, DC, and Metropolitan Area.

Performance Measure: Monitoring of Conference Area
Performance Standard: 100%

6. SECURITY CLEARANCE

Performance Objective No. 4:

A secret clearance is required for one individual. A DD 254 will be included in the PWS.

Performance Measure: Secret Clearance Obtained
Performance Standard: 100%

7. SPECIAL INSTRUCTIONS / CONSIDERATIONS

Performance Objective No. 5

No data provided to, or developed by, the contractor shall be used for any purpose other than this delivery order. All information (data files, and hard copy) becomes the property of the government and the contractor shall return them to the DSCA at the completion of the task.

Performance Measure: Receipt of Data during each Period of Performance
Performance Objective: 100%

8. TRAVEL

All travel shall be in accordance with the Government's Joint Travel Regulation (JTR) or Federal Travel Regulation (FTR) and approved by the COTR prior to travel. Travel vouchers and supporting documents must be presented to the COR for payment within 10 days after completion of the travel.

9. GOVERNMENT POINT OF CONTACT

The government COR contract award is Mr. Fred Beauchamp, 703-601-3852 and the email address is Fred.Beauchamp@dscs.mil. For all contracting questions, contact Toye Latimore, Contracting Officer at (703) 601-3848.

10. PERSONAL QUALIFICATIONS

Performance Objective No. 6

The contractor shall be responsible for employing technically qualified personnel to perform the work specified in this statement of work. The contractor shall maintain the personnel, organization, and administrative control necessary to ensure that the work delivered meets the contract specifications and requirements.

The work history of each contractor employee must contain experience directly related to the task and functions he/she is intended to perform under this contract.

The Government reserves the right, during the life of this task order, to request work histories on any contractor employee for the purposes of verifying compliance with the above requirements. Additionally, the government reserves the right to review resumes of contractor personnel proposed to be assigned.

Personnel assigned to, or utilized by, the contractor in performance of work shall be fully capable of performing the contemplated functions of the respective labor categories in an efficient, reliable, and professional manner.

Specific Personnel Qualifications Requirements – Personnel required performing the services set forth herein shall meet the minimum qualifications for the respective labor categories identified in the basic contract.

Performance Measure: Personnel Qualifications

Performance Standard: 100%

11. The Contracting Officer and POC is as follows:

Toye Latimore, Contracting Officer
 Defense Security Cooperation Agency (DSCA)
 201 12th Street, South, Ste 203
 Arlington, VA 22202
 (703) 601-3848 (Commercial)
 (703) 602-1671 (Fax)
 Email: Toye.Latimore@dscs.mil

12: Deliverables:

Performance Objective No. 7

Deliverable	Due Date	Draft/Final
Regular Status Reporting	TBD	N/A
Post-Conference Wrap-Up Support	TBD	N/A
Registration brochures	TBD	Draft & Final
Conference Programs	TBD	Draft & Final
Nametags	TBD	Final
Posters/Banners	TBD	Draft & Final
Data Files Developed by Contractor	Upon completion of Contract performance	Final

Conference Tri-Fold	TBD	Draft & Final
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Performance Measure: Delivery of Deliverables**Performance Standard: 100%**

13. Space and Room Requirements:

Performance Objective No. 8

- (1) Ballroom or large conference room capable of seating 600-650 attendees at rounds of 10 or less
- (2) Three-four smaller conference rooms capable of seating 150-200 for breakout presentations in theater style seating.
- (3) VIP room for Director's meetings and press briefings
- (4) Storage room for supplies and support equipment
- (5) Work room for conference support staff
- (6) Space for registration operations (min. 500 square feet)
- (7) Space for 5-6 display areas of approximately 700 square feet each.

Performance Measure: Offeror meets requirements as stated**Performance Objective: 98%**

14:

DD Form 254

The DD Form 254 can be downloaded at the following hyperlink.

<http://www.dtic.mil/whs/directives/infomgt/forms/forminfo/forminfo51.html>

15. Contract Type

Upon award, this PWS statement will result in a Firm Fixed Price (FF) Contract with some cost reimbursable CLIN's for Speaker Services and Travel Only. All other CLINs are FFP.

16. Business Center

The contractor shall provide access to a Business Center that has a fax, copier and telephone access for each event.

17. Technical Support

Performance Objective No. 9

The Contractor shall provide technical staff to assist set-up/take down and assist with each event.

Performance Measure: Required Staff**Performance Standard: 100%**

18. Physical Fitness Facilities.

Performance Objective No. 10

The contractor shall provide a physical fitness center or facility when overnight guest frequent the establishment. The facility shall be on-site of the hotels premises. This amenity shall be at no additional cost to the customer.

Performance Measure: During the POP

Performance Standard: 100%

19. Sleeping Rooms**Performance Objective No. 11**

Overnight Guest shall be authorized early arrival and/or late departure privileges. TDY per diem rates shall apply. Contractor shall provide (singles/doubles/suites, etc.) sleeping rooms if required for each event. Contractor shall breakdown the cost of each room for daily and weekend rates in the proposal submittal. Contractor shall also agree that blocked rooms be allocated on a first priority basis to the group for each event.

Performance Measure: During the POP

Performance Standard: 100%

20. NO WALK POLICY**Performance Objective No. 12**

In the unlikely event the hotel is unable to provide a sleeping room to an individual attendee holding a guaranteed reservation; the hotel shall immediately refund the guest's room deposit and provide to each attendee the following as liquidated damages for each night they are not accommodated at the hotel:

1. A sleeping room fee of charge inclusive of taxes, at a nearby comparable or better grade overflow hotel until a room becomes available at the Hotel.
2. The hotel will keep a list of every attendee walked, in chronological order, and DSCA's attendees will be the first guests moved back into the hotel as rooms open up. Rooms will be assigned in the same chronological order in which group's attendees were walked. Should an attendee choose not to relocate back into the hotel, the hotel will no longer be responsible for paying for or relocating this guest.
3. The hotel will provide free and convenient transportation between the overflow hotel and contracted hotel on a daily basis until a room becomes available for the attendee at the hotel.
4. The hotel will provide 2 complimentary long distance telephone calls (3 minutes in duration each) daily for each walked attendee (to office and family), until a room becomes available at the hotel.
5. The hotel agrees that no group attendee will be walked by any hotel employee without first consulting with the designated Authorized Group Representative as to which group attendees will be walked. The determination and decision of which attendees will be temporarily relocated may **ONLY** be made by the Authorized Group Representative. Group Representative's shall not reasonably withhold or delay selection of attendees to be relocated, and agrees to make the determination in a timely manner with the assistance of the hotel employee(s) and/or front desk manager bringing it to the Representative's attention.

Performance Measure: During the POP

Performance Standard: 100%

21. FORCE MAJURE (“ACTS OF GOD”)

Performance Objective No. 13

The performance of this agreement by either party is subject to acts of God; war; acts, regulations, or orders of governmental authority; terrorism; epidemics, riots, disaster; fire, flood, or explosion; communication line failures, power failures, earthquakes, other man-made or natural disasters; fuel or water shortage; strikes, lockouts, labor controversy, work stoppage, or other restraint of labor, either partial or general from whatever cause; civil disorder, change in state laws, curtailment of transportation facilities preventing or unreasonably delaying attendees from attending; or other similar causes beyond the control of either party making it illegal, inadvisable, or impossible to hold the meeting, conference or event or provide the facility; any delay in necessary construction or renovations of the hotel; unavailability or cancellation of other facilities (including but not limited to convention centers, other hotels hosting blocks of rooms for this meeting, and/or off-site venues being used for major meeting functions) being directly used for or in conjunction with this meeting, or arrest or seizure under legal process.

Either party may terminate or suspend its obligations without liability under this agreement if such obligations are delayed, prevented, or rendered impractical by any of the above events to the extent such events are beyond the reasonable control of the party whose reasonable performance is prevented or rendered impractical. This agreement may be terminated without liability upon breach of any material term of this agreement provided written notice of terminations is given by the canceling party to the non-canceling party. In cases where this clause shall govern the contract, the hotel is responsible to make every attempt to assist the group (or Group's designated representative for the hotel room and meeting space procurement) in locating and contracting with comparable facilities at comparable rates during the dates specified by the contract.

For the purpose of this statement of work, terrorism is defined as acts of persons acting on behalf of or in connection with any organization which carries out activities within the United States directed toward the overthrowing or intimidating the United States government by violence or other force, which is intended to cause serious bodily injury. War is that which is declared by Congress. The parties may, however, agree to go forward on such terms and conditions that may be negotiated, but such obligations shall only be in accordance with the agreement. The inability of attendees to arrive at the site as pre-planned as a result of delays or cancellations shall also be considered an act of God. Any deposits made shall be refunded to the party that made the deposit. Time is of the essence.

Performance Measure: During the POP of the Contract

Performance Standard: 100%

22. Construction

Performance Objective No. 14

The hotel will make every attempt to insure that the construction will not interrupt any of the program area, interfere with access to the area, reduce serviceability to the area, create noise, dust, or temperature interruptions in the program area or otherwise impede the operations of the meeting programs. Should group determine that there has been an unreasonable disruption; the hotel agrees to make every effort to rectify the situation immediately, and cover any additional costs and or compensation for damages as reimbursement for the interruption of their meetings and or the inhibition of the enjoyment of the hotel and its facilities by its members.

Performance Measure: During entire contract Period

Performance Standard: 100%

23. Invoicing Procedures

1. Please submit invoices to the following addressee:

Defense Security Cooperation Agency (DSCA)
 ATTN: Fred Beauchamp
 Chief, Strategic Planning
 201 12th Street, South, Ste 203
 Arlington, VA 22202

(703) 601-3852

Email: Fred.Beauchamp@dsca.mil

2. The invoice document shall include, as a minimum, the following information in order to ensure proper payment:
 - a. Name and address of the contractor (legal and doing business as);
 - b. Cage Code number;
 - c. Invoice number and date;
 - d. Contract Number and/or Task Order Number;
 - e. Contract line items number(s) and/or subline number for service/delivery rendered;
 - f. Period of performance covered by invoice;
 - g. Term of any prompt payment discount offered;
 - h. Name, title, and phone number of person to be notified in case of defective invoices.

Instructions for Payment Office:

Do not prorate payments on this contract. Invoices are to be paid per specific contract line item number (CLIN) and accounting classification reference number (ACRN) in order of allocation as cited by the contractor.

A copy of the final paid invoice should be forwarded to the Issuing Office's address in Block.

24. Contractor Risk

This PWS is written with explicit performance metrics. The contractor shall adhere to all objectives, measures and standards. The contractor shall NOT perform any duties unless provided by the Contracting Officer. If direction for any task outside of the scope of this PWS occurs, the contractor will be working at risk and will not be reimbursed for services. NO EXCEPTIONS